

STILLWATER COUNTY
APPLICATION FOR AN ENCROACHMENT PERMIT

To be filled in by the applicant - Incomplete applications will not be processed.

Name: _____
Contact Person: _____ Phone: _____
Address: _____

Site Location - Exact distance and direction from the nearest County road intersection:

Section _____ Township _____ Range _____

Nature of Construction Project (Attach drawings, plans/specifications):

Completion Date: _____

IN ORDER TO PROMOTE PUBLIC SAFETY AND PROTECT LIFE AND PROPERTY IT IS NECESSARY FOR EVERY PERSON, PARTY, OPERATION, BUSINESS OR UTILITY DESIRING TO PERFORM CONSTRUCTION WORK OF ANY NATURE IN ANY COUNTY ROAD, STREET, ALLEY OR THOROUGHFARE TO OBTAIN A WORK PERMIT PRIOR TO STARTING SUCH WORK AND POST BOND AS MAY BE REQUIRED INSURING PROPER COMPLETION OF THE PROJECT.

FEDERAL LAW REQUIRES ALL PARTIES TO CONTACT “ONE CALL” BEFORE DIGGING
1-800-424-5555

APPLICANT HEREBY AGREES TO THE FOLLOWING CONDITIONS:

- 1. To perform all work in compliance with Stillwater County Specifications, a copy of which is available at the County Road Dept.
- 2. To notify the County Road Dept. Office prior to starting any work within the County right-of-way covered by this permit.
- 3. Applicant will be responsible for any damage to other installations already in place before digging.
- 4. To provide proof of insurance, indemnify and save harmless Stillwater County, its officers and employees, from responsibility, damage, or liability arising from the exercise of the privileges granted herein.
- 5. To meet all requirements for warning signs, traffic control and public safety (Manual on Uniform Traffic Control Devices).
- 6. Abide by Federal Law requirements to contact “One Call Hotline” before digging 1-800-424-5555.

IT IS FURTHER AGREED:

- 1. Applicant shall furnish bond as required based on the type and scope of work covered by this application for a one year period.
- 2. Above named applicant doing or authorizing said work will pay a fee as required, said fee to be retained by Stillwater County
- 3. Applicant shall not exceed or modify the scope of this project without prior approval form the County Road Dept. Office.
- 4. Applicants shall be responsible for their excavations, locations, placements of lines, poles, pipes, etc., within the public rights of way in accordance with Stillwater County Road Dept. standards.
- 5. When requested by the County Road Dept, due to public safety, county road maintenance, construction, or rebuilding, relocation shall be the responsibility of the owner of said facilities; all costs associated with any future relocation of any improvement constructed under this project permit shall be borne by the current owner(s) at the time of the requested relocation.
- 6. All work shall be inspected upon completion as arranged for by parties, the Applicant and the County Road Dept. or his representative.
- 7. Permittee shall maintain, at its/his sole expense, the installation and/or structures for which this permit is granted, in a condition satisfactory to the County.
- 8. Should the work fail to meet standards, or if a defect in said work creates a situation affecting public health, welfare or safety, the applicant is solely responsible for correction of the deficiency. If applicant, upon notification by the County Road Dept. fails to correct said deficiency, the Stillwater County Road Dept. may make or authorize such repairs as necessary. All costs incurred in said repair shall be charged against the Applicant, the Applicants heirs, assigns, or his bond. Emergency situations, as determined by the Road Dept. Office, shall be corrected within 24 hours, all other situations shall be corrected within 30 days.
- 9. The applicant agrees to hold Stillwater County harmless for any damage to their facilities occurring during normal road maintenance operation now and in the future.
- 10. Nothing contained in this permit shall relieve Applicant of responsibility for the work performed under any permit granted.

The terms of this permit application are accepted and agreed to by:

Signature of Applicant(s) Date

Send the completed application form along with applicable fees, drawings, plans/specifications, proof of insurance, and bond to the address below.

Stillwater County Road & Bridge Department
P.O. BOX 715
865 HWY 10 West
COLUMBUS, MT 59019
Phone: (406) 322-5336

REVIEW OF APPLICATION FOR ENCROACHMENT PERMIT

- To be filled in by Stillwater County Road Supervisor -

ROUTE NO. _____
STATION(s) _____

COMPLETE APPLICATION RECEIVED?	Yes _____	No _____	
INSPECTION FEE PAID?	Yes _____	No _____	Amount _____
PLANS/SPECIFICATION SUBMITTED?	Yes _____	No _____	
PROOF OF INSURANCE PROVIDED?	Yes _____	No _____	Company _____
BOND PROVIDED?	Yes _____	No _____	Amount _____

PRELIMINARY INSPECTION OF APPLICATION RECOMMENDED FOR:

APPROVAL _____ CONDITIONAL APPROVAL _____ DISAPPROVAL _____

County Road & Bridge Supervisor _____
Date

List conditions of approval or disapproval, if any:

DECISION ON APPLICATION FOR ENCROACHMENT PERMIT

- To be filled in by Stillwater County Commissioners -

The Board of County Commissioners of Stillwater County, Montana, do hereby:

APPROVE _____ CONDITIONALLY APPROVE _____ DISAPPROVE _____

The permit application for an Encroachment Permit.

Chair, Board of County Commissioners _____
Date

FINAL INSPECTION OF WORK COMPLETED

- To be filled in by Stillwater County Road Supervisor -

Inspected by _____ Inspection Date _____

Completed project: _____ meets requirements of the preliminary application
_____ does not meet approval for the following reasons: _____

NOTICE: Approval of the foregoing application shall not grant authority to the permitted to burden or otherwise impair or infringe on any third party property interests which may exist or inure to the benefit of third parties relative to the county property or right-of-way which is referenced in this application. It shall be the responsibility of the permittee to ascertain all such property interests, if any, and to make suitable arrangements with all third parties whose property interests may be impaired by the construction work proposed in this application.

Routing

Initial Course of action

_____1. Road & Bridge - Preliminary inspection

_____2. Road & Bridge - Approval and fees to Finance Department

_____3. Finance Department - Deposit fees and submit application to BOCC final approval

_____4. Commission action - Decision on application for permit

_____5. Road & Bridge - Mail permit to applicant

_____6. Final Inspection- Road & Bridge

_____7. Clerk & Recorder - Record final document

OFFICE USE ONLY